

EGG HARBOR TOWNSHIP SCHOOL DISTRICT HUMAN RESOURCES GUIDELINES

2019-2020 ATTENDANCE REMINDERS AND AESOP

Please read this form in its entirety

Guest teachers for classroom teachers/paraprofessionals are handled by Insight for the 2019-20 school year. The procedure for entering absences will remain the same.

PERSONAL DAYS

- Enter at least **three days** prior to their use in order for all necessary approvals: Building Principal, and/or Supervisor, and Director of Human Resources.
- If all approvals are not completed, AESOP will not post your absence - thus, no coverage, if needed.
- **You may not use a Personal Day prior to, or following a holiday** (this includes the NJEA convention). If you must be out before or after a holiday, you must *submit an email to the Superintendent (and copy Dr. Terry Charlton) to arrange a meeting to discuss your specific situation. Extraordinary Circumstances are evaluated on a case by case basis. The Superintendent may approve the personal day or may not charge the personal day and the absence will be without pay.*
- If you want to request a specific substitute, **note that substitute's name in the blue "Notes to Administrator" box** and the substitute, if available, will be assigned upon final approval.
- The AESOP Administrator *does not secure substitutes for you, so please don't just assume that because you are entering a substitute's name in the "Notes to Admin" box that you are covered.*

EMERGENCY PERSONAL DAY

- Less than (3) days notification, please enter your absence as a **SICK DAY** so that it immediately goes out to the sub pool for fulfillment. *In the "Notes to Admin" box, note that you are taking an "emergency personal day".* Upon your return, e-mail Christi McGowan requesting to change your Sick Day to a Personal Day.

COMP DAYS

- Must be completed on the **Request for Absence Approval Form**.
- Please submit this form **"at least" 2 weeks prior to your scheduled absence.** Upon approval, the absence will be entered in AESOP by Christi McGowan.
- If this procedure is not followed, there will be no coverage for your absence

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- I&RS members may take Comp Days only after they have been earned and approved the Assistant Superintendent.

SICK DAY

- When a sick day is used **preceding or following a holiday, you must provide** a doctor's note (including NJEA convention).
- A doctor's note is also required when utilizing **three or more consecutive sick days (business days – ie if a weekend falls in between the 3 days, you still must provide a doctor's note)**.
- Failure to submit the doctor's note **may** result in a **loss of pay for the days of the absences**.

CRITICAL ILLNESS OR DEATH IN THE FAMILY

- Upon returning from a **Critical Illness or Death in the Family** absence(s), you must complete the appropriate **Verification Form** (found on the district webpage under "Frequently Needed Forms") for each occurrence and submit with the requested documentation.
- **NOTE: Critical Illness days are not to be used for yourself; they are intended for immediate family/household members who require your care or assistance. (You must provide a doctor's note that verifies you accompanied the family member to the treatment for the critical illness).**

SCHOOL BUSINESS/PROFESSIONAL DAYS

- You may note your confirmed substitute directly on your form.
- Your absence will be entered and a substitute assigned upon Board Approval.

JURY DUTY

- You must send a copy of your summons to Christi McGowan at the Slaybaugh Primary District Office.
- You must call the telephone number on the summons the night before to see if you have to report.
- If you are to report, enter your absence in AESOP immediately so that a substitute may be secured.
- If you attend jury duty, submit your Jury Duty card(s) to Christi McGowan. **If you do not submit the Jury duty card(s) and the office is unable to track your absence, then you will be charged a personal day.**

AESOP – PLEASE READ!!

AESOP uses a concept called "PERCENT VISIBILITY"

1. Most Visibility – **Employee's preferred or "favorite five" substitute.**

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2. Second Most Visibility – **Substitutes on the School’s preferred list.**
3. Least Visibility – **Substitutes on the District List (non-preferred, all subs).**

If you don’t have anyone listed as preferred, **your absence will not be immediately visible.** Once the proper amount of time has elapsed (depending on the lead time), **the absence will be visible to the substitutes on the School’s preferred list.** If the absence is still not fulfilled, **then it will become visible to the Substitutes on “INSIGHT’S LIST”.**

Example: An employee creates an absence at 4:00 p.m. on January 3, and it starts at 8:00 a.m. on January 4th. This gives the system exactly 16 hours of lead time to fill the absence.

1. Employee’s list of ***preferred or favorite subs*** would have visibility for ***100% of the lead time.*** The employee’s preferred sub would have access to the job beginning at 4:00 pm on Jan 3rd.
 2. In this example, the ***school’s favorite subs*** have been configured to see the jobs for only ***90% of the lead time.*** 90% of 16 hours is 14 hours. School’s preferred subs would begin to have access to the job at 6:00pm, 14 hours before the absence starts.
 3. ***District preferred subs*** have been configured to have access to the job for 80% of the lead time. In this case, they would begin to see the job 10 hours before it starts, or at 10:00PM on Jan 3rd.
- **Going forward, it is important that the teachers and the schools add their favorite substitutes to their “preferred lists”.**
 - Give the preferred or “favorite five” subs 100% visibility and you will get the sub that you want. **IT WILL ONLY WORK IF YOU HAVE THEM ON YOUR PREFERRED LIST.**
 - Realizing that certain assignments require substitutes with specific skills such as CPR certification, or EPI-Pen training, it is your responsibility to ensure these individuals are "included" on your preferred substitute list, and that your "Favorite Five" option has been set up correctly to utilize these skilled substitutes.
 - If you need assistance to obtain a specific substitute due to student-related concerns only, contact Christi McGowan who will contact the Insight representative to address your guest teacher needs.
 - Please do not pressure your fellow employees to use your friends and family members as substitutes.
 - It is your responsibility to enter your own absences for the following reasons: Sick, Critical Illness, Personal, Death in Family and Jury Duty.
 - AESOP is user-friendly acknowledging both computer and telephone access and is very effective when used properly. If you have lost or forgotten your Log-In # and/or PIN #, please contact Christi McGowan (ext. 1026) for assistance. You may also change you pin # in your Aesop account tab, to a number that you can easily remember.

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- Christi McGowan will enter the following absences for you: School Business, Professional and school trips, as well as long-term leaves (Maternity, Medical and Family).

ADDITIONAL NOTES:

- A substitute who has accepted as assignment, unless there is an extenuating circumstance **will not be removed from an assignment.**
- If you have a change in your address or telephone number, please email the changes(s) to Susan Diefenbeck, Benefits, Jane Rainear, Human Resources, Megan Halka, Payroll, and Christi McGowan, AESOP/Frontline and District Attendance.
- All staff at the High School, Alder Ave, Fernwood Ave and Eagle Academy **must enter their absences no later than 6:00 am.** All other employees **must have their absences entered by 7:00am.**
- If an emergency arises after the cut-off times, contact your building secretary and he/she will enter your absence for you. If the office is closed you must leave a message.
- **DO NOT** change start time or end time when creating your absence.
- **DO NOT** input half days, even when you are absent on a day with early dismissal.
- **DO NOT** select the customize option.
- If you are writing a message in the notes portion that needs immediate attention from your School Office, or Board Office, you must also contact Christi McGowan via email or telephone. ***This section is not viewed on daily basis due to the volume of absences each day.***
- If the District's website is down, AESOP website can be reached at www.frontlineK12.com/AESOP or [telephone 1-800-942-3767](tel:1-800-942-3767) to access your account.
- *ID Number: Your ID number is your phone number, area code included (example: 6096467911), used to log in.
- PIN Number: Your Pin number is the four-digit number given to you on your AESOP Welcome Letter.